

Vacancy Announcement

DEPARTMENT OF AGRICULTURE (USDA) USDA, ANIMAL & PLANT HEALTH INSPECTION SRVC

Vacancy Announcement Number: 24-87-152

Opening Date: 11/25/2002

Closing Date: 12/16/2002

Position: ANIMAL HEALTH TECHNICIAN
GS-0704-05 /07

Salary: \$24,701 - \$39,779 per year

Promotion Potential: GS-07

Duty Location: 1 vacancy at Bismarck, ND

SERIES/GRADE:
GS-0704-5/6/7
Promotion potential: GS-7

SALARY:
Range for GS-5: \$24,701 to \$32,113 (incl. 8.64% locality pay)
Range for GS-6: \$27,534 to \$35,796 (incl. 8.64% locality pay)
Range for GS-7: \$30,597 to \$39,779 (incl. 8.64% locality pay)

**** RELOCATION EXPENSES MAY BE PAID ****

***** 2 PROFESSIONAL AND 2 CHARACTER REFERENCES ARE REQUIRED *****
***** WITH APPLICATION PACKAGE *****

***** EXACT DUTY LOCATION TO BE DETERMINED IN BISMARCK, ND AREA *****

WHO MAY APPLY:

This announcement is open to all United States citizens.

MAJOR DUTIES:

The duties described are for the full-performance level. At developmental grade levels, assignments will be of more limited scope, performed with less independence and limited

complexity.

The incumbent is responsible for technical and specialized work involved in a variety of animal health programs within an assigned geographical area. The incumbent assists Veterinary Medical Officers with inspection and testing of livestock, poultry, and other avian species on ranches, farms, auctions, markets, etc.; makes arrangements with herd and flock owners and independently draws blood samples, conducts serologic tests, tags, brands, appraises reactor animals, and reports findings; supervises cleaning and disinfection of vehicles and premises that are contaminated by disease; inspects premises to insure compliance with regulations; contacts owners of diseased or exposed animals or poultry; inspects livestock moving in interstate commerce for visible evidence of disease and compliance with Federal and State regulations; prepares certificates granting approval of movements; maintains contacts with owners or employees of livestock markets, etc., to provide information, promote animal health programs, and insure compliance with laws, regulations, and policies; trains and/or provides technical supervision to lower graded technicians; traces diseased livestock or animals; and inspects import-export facilities for compliance with requirements.

QUALIFICATIONS REQUIRED:

To qualify, by the closing date of this position, you **MUST** have...

Applicants must have 1 year of specialized experience performing the range of duties as outlined above. Examples of specialized experience are listed below. Such experience must reflect the knowledge, skills, and abilities as shown under evaluation criteria. The required experience must be equivalent to the next lower grade in the Federal service.

- * As a laborer, manager, or owner of a livestock ranch or farm involving direct work with livestock.
- * With livestock in a feed lot.
- * As a Livestock Market Inspector.
- * As an Animal Welfare Inspector.
- * As an assistant to a Veterinarian who works with livestock.

OR

EDUCATION SUBSTITUTION at GS-5: Successful completion of a full 4-year course of study from a college or university that included at least 24 semester hours of courses in zoology, biology, chemistry or agricultural subjects.

OR

COMBINATION EDUCATION/EXPERIENCE at GS-5: Combination of successfully completed post high school level education and experience may be used to meet total qualification requirements.

There is no Education Substitution at the GS-6 or GS-7 levels.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Ability to recognize the presence of animal diseases or unusual animal health conditions.
2. Ability to work with large and small animals.
3. Ability to understand and apply laws, regulations policies or procedures.
4. Ability to plan and organize work.
5. Skill in communicating and gaining the cooperation of others.

BASIS OF RATING:

For CTAP and ICTAP, well-qualified means that the applicant is eligible, qualified, and clearly exceeds qualification requirements for the position as demonstrated by either: (1) meeting selective and quality ranking factor levels as specified by the agency; or (2) being rated above minimally qualified under the agency's specific rating and ranking process.

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledges, skills and abilities, and other characteristics (KSA's) required to perform the duties of the position. Please review KSA's carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the Federal Employees Retirement System.

This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, appropriate security clearance is required for this position.

Males born after 12/31/59 must be registered with the selective service.

Subject to satisfactory completion of 1-year probationary period (for all selected).

Selectees are required to attend an Orientation and four core courses that cover Foreign Animal Diseases, Basic Epidemiology, Emerging Issues in Agriculture, and VS Program Diseases. After completion employees have an awareness of the agency's future direction, how the programs, initiatives and issues fit together, and an appreciation for their own role in the organization.

Selectees will be subject to a mobility agreement that will be in effect for three (3) years from the date of their appointment.

This position is subject to unscheduled overnight details of undetermined lengths in the event of animal health emergencies or other conditions requiring immediate response, as required by the Agency.

The duties of this position include euthanasia of animals and carcass disposal in controlling animal disease outbreaks.

OTHER INFORMATION:

Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

If claiming 5 point veterans' preference, a DD-214 must be submitted. If claiming 10 point veterans' preference, both a DD-214 and SF-15 must be submitted.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and other who may know you. Failure to provide your SSN on your application materials, will result in your application not being processed.

Applicants must meet all qualification requirements by the closing date of the announcement.

Applications from eligible persons not selected for appointment will be held for 90 days.

More than one selection may be made if another vacancy occurs within 90 days of the certification of eligibles.

HOW TO APPLY:

If application is submitted by mail, it must be postmarked by the closing date of the

announcement to receive consideration. Hand delivered applications must be received by closing date.

Applicants must submit a copy of their college transcript or a list of college courses that includes hours and grades.

Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

Submit a resume, Optional Application for Federal Employment (OF-612) or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying. Personal

Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

- If you are applying for Veteran Preference, submit evidence of eligibility, such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted as a part of your application will not be returned.

Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

Materials submitted as a part of your application will not be returned.

Individuals who have special priority selection eligibility under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of "well qualified".

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes proof of eligibility, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

This is a multiple grade level recruitment. You are encouraged to identify specifically which grade level(s) for which you wish to be considered by indicating your choice(s) on your application package and addressing the appropriate KSA's for each individual grade level(s), if applicable.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

All applications must be translated into English.

NOTE: Foreign education must be evaluated by an approved organization specializing in this. Also, include an English translation of the foreign transcript.

WHERE DO I GET MORE INFORMATION?

For help on preparing your application, refer to OF-510 'Applying for a Federal Job'

OR

Visit <http://www.opm.gov/forms/pdfimage/of0510.pdf>

OR

Call (612) 370-2381 to request a copy of the announcement.

OR

Visit website - <http://www.aphis.usda.gov/vs/vs-cp.htm>

OR

E-mail: MN.Staffing.Help.Desk@aphis.usda.gov

For additional information about this position please contact:

STAFFING

6123702381

Submit your application package to:

USDA, MRP, HRO, STAFFING
BUTLER SQUARE, 5TH FLOOR
100 N 6TH ST
MINNEAPOLIS, MN 55403

Candidates will be considered without discrimination for any non merit reasons such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Supplemental Application Requirements

////////////////////////////////////// ***EMPLOYMENT MOBILITY

AGREEMENT *** I understand that in accepting this position as Animal Health Technician, I will be subject to reassignment and/or change in geographical location as the needs of the Service so require. I hereby agree to accept any such reassignment or relocation to any geographical location in the United States. I also understand that if I separate or resign, rather than accept a reassignment or geographical job relocation, I will not be entitled to severance pay or be eligible to apply for retirement based on discontinued service. In the event I am assigned to some other position requiring a Mobility Agreement, this Agreement will remain in effect.

Signature _____ Date _____.